

**Position Description  
City of Terre Haute**

**Human Resources Director**

**Department: Legal**

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**Reports To: City Attorney**

**Content Revision Date:  
03/13/2015**

**FLSA: Exempt**

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**Summary:**

This position is responsible for policy creation, implementation and enforcement; keeping the city and all of its departments informed and compliant with local, state and federal employment laws; support departments in their personnel needs and serve as an avenue of communication to all employees.

**Position Responsibilities (include but are not limited to):**

- Leads the creation of recruiting and interviewing plan for each open position.
- Create and maintain employee files and their confidentiality.
- Develops, recommends and implements changes to personnel policies and procedures and ensures proper compliance is followed.
- Provides guidance and mediation to department heads on personnel policies/issues
- Acts as liaison between employee, worker's compensation provider to resolve benefit related problems and ensure positive employee relations.
- Works directly with department managers to assist them in carrying out their responsibilities on personnel matters.
- Creates and maintains current job descriptions, as necessary.
- Maintains compliance with federal and state legislation pertaining to all personnel matters.
- Responsible for unemployment claims and becomes involved with employee grievances, arbitration and legal suits.
- Supervise or conduct fact-finding investigations, prepare report of findings, make recommendations, advise and assist departments in resulting personnel actions.
- Maintains EEO-1 report and files report annually.
- Assist the legal office in employment law matters.
- Maintains and updates human resources website.

**Knowledge, Skills, and Abilities Required:**

- Ability to remain objective in decision making
- Must be detailed oriented and organized
- Able to work independently and with little direction when needed
- Above average verbal and written communication skills

- Must be able to work well with others
- Willingness to seek out and attend professional training to sharpen skills
- Firm grasp of state and local employment laws
- Must have a great attitude
- Understanding and knowledge of maintaining confidentiality

**Minimum Qualifications:**

**Education:** Must have a Bachelor's degree in public administration, human resources management, business or a related academic field.

**Experience:** A minimum of 5 years of professional experience in human resources is required. Additional education beyond Bachelor's degree may be considered in lieu of professional experience.

**Working Conditions:** Office setting, some travel to outlying locations.

**Physical Requirements:**

- Ability to hear within normal range.
- Ability to talk for set periods of time.
- Ability to sit for extended periods of time.